COR BULLETIN BOARD

Electronic Receipt & Acceptance

Edited excerpts from DoD Wide Area Workflow -- Invoice, Receiving Report, and Payment Folder -- DoD Paperless Contracting

DoD WAWF-RA is a Paperless Contracting application to eliminate paper from the receipt/acceptance and invoice/payments process of the DoD contracting life cycle, especially during transfers between offices--the hand-offs should be electronic, not paper.

DoD has several tools available to help improve the receipt, management, processing, storage, retrieval, and organization into folders of documents required in the bill paying process. These tools include the Electronic Document Management (EDM), Electronic Document Workflow (EDW), Shared Data Warehouse (SDW), and Electronic Document Access (EDA) systems as well as Electronic Data Interchange (EDI) standards.

WAWF-RA provides the baseline technology for Government Vendors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation, via interactive Web-based applications. Authorized DoD users are notified of pending actions and are presented with a collection of documents required to process the contracting or financial action. When the payment system is capable of receiving EDI transactions, the WAWF-RA system will send the appropriate EDI transaction sets.

ANTICIPATED WAWF-RA BENEFITS ARE AS FOLLOWS:

1. *Elimination of Paper-Based Support Functions:*

a. From a management and cost savings standpoint, the implementation of WAWF-RA will eliminate numerous support functions required for the current paper bas

b. With the electronic ca age, and retrieval of required documents documents, the supp structure which includes mail, file and copy rooms and their associated personnel no longer need

Electronic Receipt & Acceptance (continued)

2. **Global Accessibility:**

   a. Multiple users will be able to globally access documents which will streamline processing, reduce the need for re-keying, improve accuracy, and provide real time processing and access to document status.

   b. Users of the system will be able to research discrepancies, history or status related to past payment, shipment, or invoices, without having to involve individuals from other organizations within the process.

   c. DoD Vendors will be able to submit their invoices electronically, and access contract payment records and status.

3. **Accuracy of Documents:**

   Current problems such as unmatched disbursements, duplicate payments and payment delays can be alleviated using the WAWF-RA system.

4. **Secure and Audible Transactions:**

   a. Access to appropriate functions and documents will be controlled through the user registration process.

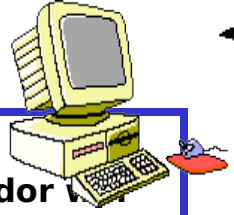
   b. In addition, Public Key Infrastructure (PKI) certificates will be used to verify user identification, and digitally sign documents when required.

WHAT DOES THE WAWF-RA APPLICATION ALLOW ME TO DO?

1. **For Vendors:**

   a. Vendors can submit invoices/receiving reports electronically using existing Electronic Commerce methods. Additional choices are now available. Wave inbteractive forms

Electronic Receipt & Acceptance (continued)



c. If a receiving report or invoice is rejected, the Vendor will have the capability to correct the data and resubmit-thus only the individual data elements need to be corrected as opposed to retyping the entire document.

d. Finally, the Vendor will be able to view previously submitted documents and determine the current status, review actions taken by Government officials (to include access to the name, email and phone numbers), and as appropriate initiate follow-on actions.

2. For Government Inspection and Acceptance Officials:

a. The on-line ability to review receiving reports and compare products & services to the contract terms will assist these officials in performing their jobs. The ability to electronically reject improper documents for modification will also assist these offices in their reviews.

b. Finally, the capability to electronically document inspection and/or acceptance and digitally sign the information will ensure prompt presentation of the required data to the payment office. Manual mailing of documents or the local manual updating of legacy systems will be eliminated. These capabilities are available as part of the Web application only.

3. For Government Payment Officials:

a. The creation of electronic payment folders for DFA payment functions and wide-area availability of these folders new options.

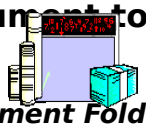
b. Ability to provide legacy payment systems EDI tran sets to limit keying of data and associated errors will increase accuracy

Electronic Receipt & Acceptance (continued)

5. Document Access - View Only

In addition to the roles outlined above, additional personnel who have a need to view documents can be granted access in a view only mode. Once a document has been captured and processed it is made available for view only. Access to the documents is limited by the Contractor (Vendor) and Government Entity (CAGE) code or the Department of Defense Activity Address Code (DoDAAC), to which the individual is responsible for monitoring. A single playback copy of the document to be accessed by

PROMPT PAYMENT ACT (PPA) INVOICE PROCESSING



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See also Discussion on the Prompt Payment Act below

PPA requires the payment of late payment interest at the daily rate for every day the Government is late in paying the contractor beyond the 30 days permitted by the law. The 30 days starts either from the date of receipt of an acceptable invoice, or performance whichever is later.

It is critical that CORs who are given the authority to certify invoices, date stamp invoices as to the date acceptable invoices were received.

CORs should acquaint themselves with the supporting finance organization and learn what certifications are required under the new DFAS system. If the date the invoice is received is not date stamped and so marked, on the required document, the finance office must use the date placed on the invoice by the contractor, which is usually their date of issuance. This will entitle contractors to greater interest periods and payments. USAREUR's policy is that interest payments are charged back to the budget of the organization responsible for delaying payments. Don't let it be yours. For more information, contact

USACCE INTERNET ONLINE TRAINING COURSES
(Now undergoing Internet Installation)

Type Class	Course hours
Contingency Ordering Officer Training	8 hours
Contingency COR Training for Services	40 hours
COR Training for Construction	40 hours
COR Training for Architectural & Engineering	40 hours
Financial Management Training	8 hours

PWS SAMPLES:

To get a better idea of just how to draft a performance-based work statement, take a look at these 23 sample performance work statements collected by the Naval Facilities Engineering Command. Each includes a user's guide at: fttp://www.efdsouth.navfac.navy.mil/gpws. *Pass along to planning and program people.*

INTEGRATED PRODUCT & PROCESS DEVELOPMENT (IPPD) HANDBOOK

The IPPD handbook, developed by the Office of the Director Test, Systems Engineering, and Evaluation (DTSE&E) is now available. The target audience for the handbook is program office personnel and industry. The handbook expands on guidance in the previously published DoD Guide to IPPD. The handbook is illustrated with actual cases from acquisition programs and commercial industry. You can download a copy of the Handbook from: http://www.acq.osd.mil/te/programs/se/ippd/index.htm. Pass along to planning and program people.

LET CONTRACTORS TAKE THE RISKS. By Anne Laurent, alaurent@govexec.com

There's a new beast stalking the contracting world, and it's shaking the very ground on which deals are made. The share-in-savings contract is a souped-up version of fixed-price, performance-based pacts now being used to shift cost and performance risks from the government onto contractors. Shared savings deals out-perform even performance-based contracts in putting pressure on contractors to deliver results. For more contact the author or GovExec.com. (Pass along to planning and program people.)

ARMY ACQUISITION REFORM NEWSLETTERS

You can open and read Army Acquisition Reform Newsletters at the following address: http://www.acqnet.sarda.army.mil/acgref/acgref7.html

PAST PERFORMANCE INFORMATION (PPI) DOCUMENTATION

The DOD Guide to Collection of Past Performance Information may be viewed at: http://www.acq.osd.mil/ar/doc/0798past.pdf

The DA Past Performance Policy briefing may be viewed at: http://www-usamraa.army.mil/conf/1999/Presentations/PPIMS%20Pres/sld009.htm

CORs should be using the PPI Rating Guidelines provided in UCL 96-1 dated and effective 15 MAR 96 to evaluate and record contractors' performance for all contracts exceeding $1,000,000. UCL 96-1 outlined PPI implementation In USAREUR. Contracting Officers performing annual reviews of CORs records will be checking for compliance. CORs performance evaluation of contractor performance will be required at least at completion of the contract, or more frequently as may be dictated by the contract, or contracting officer. This information will be used to evaluate prospective contractors past performance for the purpose of awarding some new contracts. When performance has been deisgnated as a part of the criteria for award. If you have questions, contact the contracting officer.

QUALITY ASSURANCE SURVEILLANCE PLANS (QASP)

Audit reports have been critical of CORs working without QASPs. QASPS should be developed simultaneously with Statements of Work (SOW) by planning teams developing the mission requirements package. If this is not done, CORs must develop their own plans. Surveillance should be performed and documented in accordance with the QASPs.

Some DA Internet References

QASP for Construction: http://www.stewart.army.mil/doc/Solicitations-Main/99b1024/99b1024qasp.PDF

QASP Training Course: http://cpolrhp.army.mil/ner/hrd/2ktp/qualassurpln.htm

Department of the Army Quality Assurance Surveillance Plan (Qasp) Building Demolition Project, (sample) Provided for Information Only, INTERNET address: http://hood-oc.army.mil/rx_book/handbook/APP8.HTM

Army Regulation 5-20 Management Commercial Activities Program at: http://www-tradoc.army.mil/sja/webdocs/a-76/ar5-20.htm

Department of the Army Pamphlet 5-20 Washington, DC 31 July 1998 Management Commercial Activities Study Guide (This pamphlet supersedes DA Pamphlet 5-20) dated 17 November 1992. UNCLASSIFIEDhttp://www.gordon.army.mil/garrcmd/pam5-20.HTM

Internet Links

Internet Addresses: Acquisition Corps areas of Interest: http://www.cgsc.army.mil/dlro/Branchs/AAC_HP/AAC_Page/internet_address htm

GAO Report to the Subcommittee on Acquisition and Technology Committee on Armed Services, U. S. Senate, Best Practices Commercial Quality Assurance Practices Offer Improvements for DoD http://www.dtic.mil/c3i/bprcd/vol2/4111.pdf

Acquisition Acronyms, Definitions & Terms: http://www.dsmc.dsm.mil/pubs/glossary/preface.html

Acquisition Strategy Guide: This Guide outlines the factors that a program manager and team should consider in structuring, developing, and execution an acquisition strategy. h http://www.dsmc.dsm.mil/pubs/gdbks/asg.html & ; http://www.dsmc.dsm.mil/pubs/gdbks/asg.html

Army AR Tools and Techniques Guidebook: It gives Project Managers and their integrated product teams (IPTs) a ready reference to acquisition reform policies, tools and techniques. h http://www-amc-acquisition.net/amcdcsacq/htmldocs/acqdocs.html

Best Practices Documents, Office of Federal Procurement Policy (OFPP): Best practices are practical techniques gained from practical experience that can be used to improve the procurement process.

Best Practices for Contract Administration Guide:

It addresses the following topics:
(1) clarifying the Contracting Officer's Technical Representative's (COR's) roles and responsibilities;
(2) improving methods of processing contract vouchers and invoices;
(3) improving procedures for closing contracts.
http://www.acq.osd.mil/ar/bestprac.html

Best Practices for Multiple Award, Task & Delivery Order Contracting: This checklist contains
(1) the minimum required elements for PBSCs;
(2) additional PBSC components that ensure the Government obtains the benefits of PBSC
(3) "other considerations" that are not per se performance-based contracting methods, but effect the success of

more Links

Best Practices for Past Performance Guide: It discusses the use of contractor's past performance, including quality certifications as a significant evaluation factor in the source selection process and the development of a past performance evaluation system within each agency.
http://www-far.npr.gov/BestP/BestPract.html

Best Practices for Performance-Based Service Contracting (PBSC) Guide: http://www-far.npr.gov/BestP/BestPPBSC.html

Best Value Contracting, A Best Practices Guide to Source Selection,
AMC Pamphlet 715-3: http://www.
This guide consolidates all AMC source selection guides into one document that includes appendices on Past Performance, Oral Presentations, and Debriefings. It also includes Blueprints and Lessons Learned. The guide is part of the AMC Source Selection Resource Center. http://www.army- http://www.army-acquisition.net/amcweb/fr_ssll.html

http://www.
Buying Commercial & Non-developmental Items Handbook, SD-2: It offers guidance on commercial and NDI acquisitions. It applies to all types of materiel: systems, subsystems, assemblies, parts, and items of supply.
http://www.dsp.dla..mil/documents/sd-2.html

Commercial Advocates' Forum: It includes Market Research Tutorial, Web-based Market Research Tool, Anthology of Commercial Terms and Conditions.
http://www.acq.osd.mil/ar/cadv.html

Commercial Item Acquisition: Anthology of Commercial Terms & Conditions: This searchable database is in the Commercial Advocates' Forum web site. It's a valuable resource containing many examples of commercial contracts and contract forms. h
http://www.cadv.org/tandcdata.html

Commercial Terms & Conditions Web Page: It's part of the Commercial Advocates Forum. ht
http://www.cadv.org/termcond.html

Contractor Performance Certification Program (CP) 2, AMC Pamphlet 715-16: Companies who participate and pass a self-assessment and a series of customer evaluations are certified by AMC. This program is a government-contractor partnership that

more Links

Electronic Commerce (EC/EDI) Handbook: It explains what EC and EDI are all about. http://www. acq.osd.mil/ec/newhandbook/cover/cover.html

Functional Support Templates Guide: Otherwise known as the "Guide for Determining Streamlined Functional Support Requirements for Army Acquisition Programs." h http://www.amc.citi.net/news/news.html

Integrated Product and Process Development (IPPD) Guide: It's an IPPD primer for the Defense Acquisition Workforce. http://www.stricom.army.mil/STRIAM/PTs.html

Market Research Handbook: (SD-5A): It provides guidance and examples for gathering and using market information in developing all types of requirement documents and test plans. It also addresses using the Internet as a market research search tool. http://www. dsp.dla.mil/documents/sd-5.html

Market Research Training Modules This tool has been prepared in two formats: a tutorial that steps through the principle elements of market research and a reference tool that permits users to access specific market research topics for review. http://www.acq-ref.navy.mil/marketresearch/index.html

Market Research Tutorial (I-Mart) http://www.imart.org/tutorial/tutorindex.html

Market Research—Online Search Skills: This is Chapter 5 of Online Market Research by John F. Lescher. http://www.vivamus.com/chap5.html /chap5.html

DoD Paperless Contracting: http://www.purchasecard.sarda.army.mil/DOC6.html

Partnering For Success--A Blueprint for Promoting Government-Industry Communications & Teamwork: It's a tool that can maximize the potential for achieving contractual objectives. http://www.amc.army.mil/amc/command/_counsel/partnering.htm l l/DOC6.htm

DoD Purchase Card Program Mgmt Off Policy, Streamlined Payment Practices:/

Performance-Based Business Environment (PBBE):
http://www.wpafb.af.mil/az/jacg/pbbe/pbbe.htm
It includes:
(1) Integrated PBBE Guide;
(2) Program Risk Management Pamphlet;
(3) Performance-Based Product Definition Guide;
(4) Joint Service Guide Specifications;
(5) Key Supplier Processes Handbook;
(6) Contractor Performance Assessment Report (CPAR) Form & Instruction;
(7) Performance Risk Assessment Group (PRAG) Guide;
(8) Flexible Sustainment Guide. (See also in Defense Acquisition Deskbook.)

Performance Specification Guide, SD-15:
http://www.dsp.dla.mil/documents/sd-15.html
This guide applies to all types of materiel: systems, subsystems, assemblies, components, and parts.

Performance Specification Best Practices:
http://www.amc.citi.net/amc/rda/milspec/All.html (Click on Spec Writing.)
The recommendations and examples were taken from actual spec. reviews.

Protest Handbook--AMC-Level:
http://www.amc.army.mil/amc/cc/protest.html

Bid Protests Procedure at GAO: http://www. acq.osd.mil/ar/doc/gaoprot.pdf

Risk Management Guide:
http://www.dsmc.dsm.mil/pubs/gdbks/risk_managementhtm.htmhttp://

It's a product of a joint effort among the DSTE&E, Defense Acquisition University, and Defense Systems Management College. It's based on the materials developed by the DoD Risk Management Working Group.

Source Selection Resource Center Web Site—AMC:
http://www. Amc.acquisition.nethttp://
Contracting For Best Value, A Best Practices Guide To Source Selection, AMC Pamphlet 715-3, Jan 98.

Statements of Work (SOW) Handbook, MIL-HDBK-245D:
http://www.lrc3.monmouth.army.mil/cecom/lrc/pie/handb224.html
It provides guidance for creating contract Statement Of Works (SOWs) for any material acquisition life-cycle phase. It also covers the SOW preparation for non-personal services contracts.

more Links

Need samples or instructions for development of the Procurement Documentation? Search on-line documents from Requirements Matrix below:

DoD Handbook for Preparation of Statement of Work (SOW)
http://www.dla.mil/dss/dss-oc/DoD%20SOW%20Handbook.pdf

DoD Automated Data Processing (ADP) Maintenance Services
http://www.dla.mil/dss/dss-oc/PBSC%20SOW%20Guidance.pdf

DoD Instructions for a Statement of work (SOW)

http://www.dla.mil/dss/dss-oc/Instr%20for%20a%20SOW.pdf

Guidance for Developing an Independent Government Cost Estimate (IGCE) for TIPSS-2 Contractor Support:

http://www. dla.mil/dss//dss-guidance%20for%201GCE%20.pdf

Independent Government Cost Estimate Worksheet Sample:

http://www.dla.mil/dss/dss-oc/default.htm

Independent Government Cost Estimate:

http://www.dla.mil/dss/dss-oc/IGCE%20Sample.pdf

US ARMY (TRADOC) IGCE Instructions:

http://www.dla.mil/dss/dss-oc/Tradoc%20IGCE%20Instr.pdf

Guidance and Format for a J & A:

http://www.dla.mil/dss/dss-oc/Prepare%20j&A.pdf

Documentation Requirements Matrix (DSS-OC)(a/oJun2201):

http://www.dla.mil/dss/dss-oc/Doc%20Rqmts%20Matrix.pdf

DLA Commercial Activities (A-76) Competition Guidebook:
http://www.dla.mil/J-8/A-76/DLSCA-76Guidebook.html

General Accounting Office A-76 Documents & Sites:
http://www.dla.mil/J-8/A-76/GAOA-76Directory.html

OMB CIRCULAR NO. A-76 (REVISED 1999):
http://www.dla.mil/J-8/A-76/OMBCircularA-76.html